

# ASPIRA, Inc. OF NEW JERSEY

EXECUTIVE OFFICE  
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BUILDING ON  
TWO DECADES  
OF SERVICE

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## MEMORANDUM

To: Mr. Roberto Del Rios, Executive Director

From: Mr. Ivan Mendez, Parent Advocate

Re: Annual Report

Date: July 31, 1996

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Attached you will find the narrative / Statistical  
Annual Report for the 1995-1996 Program year.

cc: Ms. Migdalia Rodriguez, Programs Director  
Ms. Miosotis Rodriguez, LD. Coordinator

## I. Introduction

The Parent Advocacy Program for this year started on February 1995 until the end of June 1996.

My caseload went up from 15 to 50 clients . My primary responsibilities was to work with the parents of LuisMunoz Marin Middle School students from our Academic Continuanace Program.

This include having an active caseload of parents, also to coordinate and present workshops to parents and the Home School Council and other related personell.

My main goal was to create more parental involvement for the ASPIRA students parents through our workshops, orientation, career planning, tutoring, refferrals, home visits, family and personal counseling. Refferrals were made to other Community Base organizations as well as other departments in our agency.

As a Parent Advocate I was involved in all the ativities for parents during the course of the year. I was selected Advisor of the Home School Council were I was involved in all the main desitions pertaining the school and parents. I was selected also as part of the School Core Team, the team that made the desitions in how to expend the new \$173,000.00 extra grant. The main objectives addressed in our meettings was Mathematics, reading and writing. Equipment and materials as well as training was also included. My main input was for parental involvement which granted me a classroom with materials and equipment for the parents. My points were very well taken in every meeting and the principal and the staff seemed very pleased with my input.

In my time off I offered my services to the school as a Graphic Artist by doing all the Calligraphy for the Diplomas for the graduation this year. This and other involvement granted me a plaque and a gift from Luis Munoz Marin Graduated Class of 1996.

## II. Highlights

The highlights of the program are innovative, efforts are directed to create more parental involvement and participation in the school activities.

The APEX Program has become part of our already existent Parent Advocacy Program. The APEX (ASPIRA Parents for Educational Excellence) have made easier my workshops and presentations, because the workshops are already written and I have guidelines to follow, which I did not have before. This program have materials and plan very useful for my position. After a series of ten workshops they receive a Certificate stating that they have been trained in parental skills by ASPIRA APEX Program. This is very important because the parents can have proof of the training they received. So far I am training the parents to be parents trainers. An amount of 5 APEX workshops have been given the parents. My next step is to identify two facilitators for every ten parents. I will do this during the course of the next 5 workshops.

I expect to have a classroom to be used as a Parent resource Center as a result of my input in the School Core Team. This was part of my year plan two years ago now this effort is turning in to reality. My other suggestion of having a classroom for child care while their parents attend my workshops is also another effort that is being follow-up.

The following highlights the program services for the Parent Advocacy Program.

### III. CASELOAD DATA

The academic year of 1995-1996 ended with 50 clients remaining on the active caseload for the upcoming year.

During 1995-1996 academic year a total of 35 clients were recruited 3 males 47 females.

In terms of ethnicity, 45 or 80% of the Essex County Caseload were Puerto Ricans, 4 or 8% were Dominicans and 1 or 2% were Cubans.

Most of the participants were on public assistance, and all of them were below 9,420.

Closed cases 0

Open cases 35

#### BEGINING CASELOAD FOR NEXT YEAR 1995- 1996

A total 50 remains in the caseload: 47 females 3 males.

In terms of ethnicity 1 Cuban, 4 Dominicans, and 45 Puerto Ricans. All of their incomes still under 9,420.

## V. PROGRAM ACTIVITIES

### CLUB MEETINGS N/A

### WORKSHOPS:

1. Workshop: "Getting the Best out of Education" January 24, 1996  
Luis Munoz Marin Middle School 10 Parents attendended.
2. Workshop: "Self Esteem Part# 1 Jan. 31st. 1996 Luis Munoz Marin  
Middle School 26 parents attended.
3. Workshop: "School Structure" Thursday February 15, 1996 Luis  
Munoz Marin Middle School 14 parents attended.
4. Workshop: " Self Esteem Part # 2 Thursday Feb. 29, 1996 Luis  
Munoz Marin Middle School 18 parents attended.
5. Workshop: "Creating a Parents Support Group" Tuesday May 28,  
1996 Barringer High School 6 parents attended.
6. Workshop: " Parents Participation" Luis Munoz Marin Middle  
School 8 parents attended.

### FIELD TRIPS

1. March 6, 1996 ASPIRA's Annual Luncheon Robert Treat Hotel  
Newark N.J. 2 Parents attended.

### STAFF DEVELOPMENT

1. Staff meeting Essex County Center, Newark Feb.7, 1996.
2. Unit meeting Essex County Center Newark, Feb. 27, 1996.
3. Meeting with Programs Director Migdalia Rodriguez April  
9, 1996 Essex County Center.
4. Staff meeting April 27, 1996 Essex County Center.
5. Staff meeting Essex County Center Puerto Rican Parade  
issue May 3, 1996.
6. Special meeting with LD. Coordinator Essex County Center  
May 14, 1996.
7. General Staff meeting Essex County Center MAY 21, 1996.
8. General Staff meeting Essex County Center June 7, 1996.
9. Unit meeting Essex County Center July 2, 1996.

#### OTHER MEETINGS

1. Home School Council meeting Jan. 18, 1996 Luis Munoz Marin Middle School.
2. Anti-Drug March meeting Jan. 26, 1996 Luis Munoz Marin Middle School.
3. Anti-Drug March meeting Feb. 9, 1996 Luis Munoz Marin Middle School.
4. Open House Luis Munoz Marin Middle School Feb. 13, 1996.
5. Meeting with Ms. Stafford President, Home School Council Feb. 20, 1996.
6. Taping of Anti-Drug March activities for N.J.N. "Imagenes" T.V. program Feb. 22, 1996.
7. Home School Council meeting Feb. 22, 1996 Luis Munoz Marin Middle School.
8. Home School Council Board of Directors meeting Feb. 28, 1996.
9. Meeting with Roberto Mercado from Mercy Health Plan to outline a presentation for parents March 5, 1996.
10. Board of Education Parents Conference Committee March 7, 1996 Rafael Hernandez School Newark.
11. Board of Education Parents Conference Committee March 12, 1996 Rafael Hernandez School Newark.
12. Home School Council Board meeting March 13, 1996 Luis Munoz Marin Middle School.
13. APEX Training at E. T. S. March 15, 1996
14. Community School Network Conference Rutgers University Newark, N.J. March 21, 1996.
15. Home School Council meeting Luis Munoz Marin Middle School March 21, 1996.
16. Parents Conference, March 30th Rafael Hernandez School Newark.

OTHER MEETINGS (Continued)

17. Anti-Drug March meeting April 4, 1996 Luis Munoz Marin Middle School Newark, N.J.
18. Meeting with co-worker Ivan Soto to discuss "Book Fair" activity April 10, 1996.
19. Meeting with Miosotis Rodriguez April 11, 1996 to talk about Health Careers for Parents.
20. Home School Council meeting April 18, 1996 Luis Munoz Marin Middle School.
21. Anti-Drug March meeting April 11, 1996 Luis Munoz Marin Middle School.
22. Meeting with Roberto Mercado, Eladio Negron (HMOS) and Jaime Samudio (Galaxy Screen Printers) T-Shirts Sponsors for ASPIRA participation in The Puerto Rican Parade. April 23, 1996 Essex County Center Ivan Mendez office.
23. Parents meeting Barringer Preparatory School April 30th 1996.
24. School Core Team training May 31st, 1996 C.O.E.D. School Newark, N.J.
25. School Core meeting June 5, 1996 Luis Munoz Marin Middle School.
26. School Core Training June 7, 1996 C.O.E.D. School Newark, N.J.
27. Anti-Drug march meeting June 8, 1996 Luis Mnoz Marin Middle School Newark N.J.
28. Anti-Drug March Awards Recognition Luncheon June 20, 1996 Casa Nova Restaurant Newark N.J.
29. School Core Team meeting June 20, 1996 Luis Munoz Marin Middle School.
30. School Core Team meeting June 21, 1996 Luis Munoz Marin Middle School.
31. Graduation Luis Munoz Marin Middle School June 26, 1996
32. People's Festival June 29, 1996 Military Park Newark, N.J.

# ASPIRA INCORPORATED OF NEW JERSEY

## ANNUAL REPORT

UNIT/PROGRAM: PARENT ADVOCACY

REPORTING PERIOD: 1995-1996

NAME: IVAN MENDEZ

TITLE: PARENT ADVOCATE

DATE: July 30, 1996

### I. CASELOAD DATA

A. SERVICE CASELOAD \_\_\_\_\_ 50  
 PREVIOUS MONTH CASELOAD \_\_\_\_\_ 50  
 THIS MONTH INTAKES \_\_\_\_\_ 0  
 THIS MONTH CLOSED CASES \_\_\_\_\_ 0

STUDENTS RECEIVING SERVICE NOT ON CASELOAD \_\_\_\_\_  
 CUMULATIVE OF \_\_\_\_\_ 108

STUDENTS RECEIVING SERVICE NOT ON CASELOAD \_\_\_\_\_ 0

GENERAL STATISTICAL INFORMATION	THIS MONTH'S INTAKES		CUMULATIVE	
CASELOAD _____	0		50	
	M	F	M	F
MALE/FEMALE BREAKUP _____	0	0	3	47
	M	F	M	F
MALE/FEMALE RATIO _____	0	0	6%	94%
PUERTO RICAN STUDENTS ON CASELOAD _____	0		45	
PUERTO RICAN PERCENTAGE _____	0		90%	
OTHER SIGNIFICANT GROUP ON CASELOAD _____				
OTHER GROUP PERCENTAGE _____				
INDICATE GROUP _____	Dom.		Dom.	

### C. DATA BASE INFORMATION.

COMPUTER PRINTOUTS OF THE FOLLOWING AREAS ARE TO BE ATTACHED TO THIS PAGE. EACH AREA SHOULD HAVE MONTHLY INTAKES AND CUMULATIVE RECRUITMENT NUMBERS.

1. GENDER BREAKDOWN
2. ETHNIC BREAKDOWN
3. INCOME BREAKDOWN



## II. ACTIVITIES FOR THE MONTH.

A. COUNSELING SESSIONS	AMOUNT OF TIME (IN MINUTES)		NUMBER OF SESSIONS	
	THIS MONTH	CUMULA.	THIS MONTH	CUMULA
1. INITIAL SESSION	0	90	0	5
2. CAREER COUNSELING	200	2,505	7	118
3. ACADEMIC COUNSELING	60	500	2	21
4. ADMISSION COUNSELING	30	220	1	10
5. FIN. AID COUNSELING	60	670	2	40
6. LEADERSHIP COUNSEL.	180	2,020	5	98
7. PERSONAL COUNSELING	500	4,300	17	193
8. HOME VISITS	0	2,530	0	96
9. CLUB MEETINGS	0	720	0	6
10. REFFERALS	450	2,160	15	89
11. CASE CONFERENCE	280	2,833	7	120
TOTAL	1,600	18,548	56	796

## B. NUMBER PROGRAM/STAFF ACTIVITIES

PROGRAM ACTIVITIES		STAFF DEVELOPMENT	
THIS MONTH	CUMULA.	THIS MONTH	CUMULA.
1. CLUB MEETINGS	0 6	1. AGENCY MEETING	0 11
2. WORKSHOPS	0 9	2. OTHER MEETING	0 21
3. CONFERENCES	0 0	3. WORKSHOPS/TNG.	1 4
4. FIELD TRIPS	0 1	4. CONFERENCES	0 0
5. PRESENTATIONS	0 0	5. ORIENTATIONS	0 7
6. RETREATS	0 0	6. PUBLIC RELATIONS	0 1
7. OTHERS	0 0	7. OTHERS	0 16
8. TOTAL	0 16	8. TOTAL	1 60